



# APPLICATION FOR RESIDENTIAL PARKING PERMIT

CITY OF COLLEGE PARK PARKING ENFORCEMENT DIVISION

8400 Baltimore Avenue, Suite 375 College Park, MD 20740 Phone: (240) 487-3520

Web: www.collegeparkmd.gov

## TERMS AND CONDITIONS

- HOMEOWNERS:** Each vehicle you list **must** be registered to you or an immediate family member and have your College Park address printed on the registration. You may be asked for the registration(s) of the car(s) you list below. Take-home company vehicles must be less than 8500lbs GVW and have a letter from employer.
- The permit period for off-campus Fraternity and Sorority residents in zone 6 is six (6) months (Jan 1 to June 30, and July 1 to Dec 31.)
- Visitor Permits are limited to two (2) per address for the permit year period and are valid only within 200-feet of your address, Zone 6 excluded.
  - Residents of streets abutting Duvall Field, and those living on Roanoke Place, may obtain up to four (4) visitor permits.
  - Zone 6 visitor permits are one-day use passes, with a maximum of one hundred (100) allocated per address each permit year period.
- Parking permits are honored only in the residential zone indicated on the face of the permit and must be visibly displayed at all times.
- Unpaid parking citations must be paid before a City permit may be issued. Personal checks are not accepted if unpaid fines are owed at the time of permit application. Any unregistered vehicle(s), or vehicles with an expired registration will be denied a parking permit until the vehicle has a valid registration.
- Applicants with Out-of-State tags must** apply in person, as you may be required to obtain a MD MVA Non-Resident Permit in addition to the city parking permit.
- RENTERS must** apply in person and present a current, **signed** lease and photo ID. Utility bills or other mail are **not** accepted as proof of residency. An expired lease is **not** accepted as valid. Persons on a month-to-month may be required to show proof of current continued residency if original lease is more than one year expired.
- Persons with disabilities** having specialty license plates for disabled persons must obtain a parking permit in order to park on-street. Persons with **blue** "permanent disability" hang-placards may obtain one (1) free parking permit, and must present a copy of the placard, photo ID and MD MVA Form VR210.
- Permits are not issued to vehicles exceeding 8,500lbs GVW or otherwise prohibited by size, weight, or cargo capacity to include buses, heavy commercial trucks or vans, trailers, RV's, or campers. For these types of vehicles, please apply for an 'Exception to Prohibited Vehicles' Ordinance.
- Temporary permits may be issued for rental or loaner vehicles, or new vehicles with temporary registrations (not to exceed 30-days).
- Use of an altered, photocopied, or multi-dated permit or visitor pass will result in fines of not less than \$100 per offense and loss of permit privileges.
- Use of an undated one-day visitor pass, or a one-day pass that is not dated with ink, will result in a fine of not less than \$35 per offense.
- Resident permits are tag-specific and non-transferable. Any vehicle displaying a permit not issued to that vehicle will be cited for permit violations.
- Permits do not guarantee parking availability in front of your home, on your street, or even within your zone.
- Visitor Permits are for the sole use of the visitor. Residents **may not** use visitor permits in lieu of a resident permit. Fines and loss of permit privileges may apply.

Make & Body Style of Vehicle	Tag Number <small>(Temp tags receive temporary permit)</small>	State	Gross Vehicle Weight (Trucks only) <small>(Found on Registration. Cannot exceed 8,500lbs GVW)</small>	Registration Expiration

Name (Please print legibly): \_\_\_\_\_ \*Phone Number: \_\_\_\_\_  
(Photo ID required when applying in person) (Required)

College Park Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

Are you the (check one):  Home-Owner  Renter/Tenant  Off-Campus Frat/Sorority

Our office checks Property Tax Records and/or HUD-1 statement to verify home ownership. Renters must apply in person with a valid photo ID and current signed lease agreement. Members of off-campus fraternities and sororities must be in a chapter that participates in the City Residential Parking Permit Program and must be identified on a list of house members submitted bi-annually to the Parking Enforcement Division by the house director.

Number of **Visitor Permits** requested? \_\_\_\_\_ (May not be used by resident in lieu of a resident permit. Valid only within 200-feet of your home.)

By signing below, you indicate that you have read, understand, and agree to the conditions listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_ \*Email address (Required) \_\_\_\_\_

OFFICE USE ONLY	
ZONE: _____ Temporary Permit: <input type="checkbox"/> Y <input type="checkbox"/> N Valid Date(s): _____ Reason: <input type="checkbox"/> Temp Tag <input type="checkbox"/> Temp Res.	
Date of Transaction: _____ Cost: <b>FREE</b> <input type="checkbox"/> Temp/Rental Vehicle	
Visitor Permit(s) No.: _____ MVA Non-Res. Pmt#: _____ Exp.: _____	
Type of ID or proof of residency: _____ Verified by: _____	